

**Mono County  
Community Development Department**

P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801

**Compliance Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5424, fax 932-5431  
ncriss@mono.ca.gov

**COMMERCIAL FILMING/PHOTOGRAPHY  
PERMIT APPLICATION**

DATE \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **COMPANY** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ OTHER CONTACT \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_ PRODUCTION TYPE \_\_\_\_\_

LOCATION MANAGER \_\_\_\_\_ PRODUCTION MANAGER \_\_\_\_\_

TOTAL PERSONNEL ON LOCATION \_\_\_\_\_

**LOCATION OF FILMING/PHOTOGRAPHY**

**LOCATION SITE 1** (address or other description) \_\_\_\_\_

DATE OF SITE USAGE \_\_\_\_\_ TIME OF ACTIVITY \_\_\_\_\_

OWNER OF FILM SITE \_\_\_\_\_

DESCRIPTION OF PROPOSED SITE ACTIVITIES (including use of animals, fire and/or pyrotechnics)

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**LOCATION SITE 2** (address or other description) \_\_\_\_\_

DATE OF SITE USAGE \_\_\_\_\_ TIME OF ACTIVITY \_\_\_\_\_

OWNER OF FILM SITE \_\_\_\_\_

DESCRIPTION OF PROPOSED SITE ACTIVITIES (including use of animals, fire and/or pyrotechnics)

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**LOCATION SITE 3** (address or other description) \_\_\_\_\_

DATE OF SITE USAGE \_\_\_\_\_ TIME OF ACTIVITY \_\_\_\_\_

OWNER OF FILM SITE \_\_\_\_\_

DESCRIPTION OF PROPOSED SITE ACTIVITIES (including use of animals, fire and/or pyrotechnics)

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Filming on private property? ☐ Yes ☐ No If yes, attach proof of landowner consent.

Filming on county property? ☐ Yes ☐ No If yes, complete attached agreement.

Police or sheriff staff required? ☐ Yes ☐ No Fire staff required? ☐ Yes ☐ No

County staff required? ☐ Yes ☐ No If yes, attach approvals and pay: \$\_\_\_\_\_

Number of pieces of equipment on location: \_\_\_\_\_ Generators \_\_\_\_\_ Cars \_\_\_\_\_ Trucks \_\_\_\_\_ Motor homes  
\_\_\_\_\_ Other \_\_\_\_\_

Animals on location? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

Pyrotechnics used on location? ☐ Yes ☐ No Fire used on location? ☐ Yes ☐ No Please describe: \_\_\_\_\_

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Permit processing via "quick review" (turnaround = 48 hours instead of five days) @ \$200? ☐ Yes ☐ No

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**OFFICIAL USE ONLY:**

Cash deposit or surety bond equivalent for cleanup? ☐ Yes ☐ No If yes, \$ \_\_\_\_\_

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**COMMERCIAL FILMING/PHOTOGRAPHY  
AGREEMENT TO USE COUNTY PROPERTY/FACILITIES**

1. The parties to this Agreement are the County of Mono, a political subdivision of the State of California (hereinafter County), and \_\_\_\_\_ (hereinafter Applicant).

2. Assuming County issues a film permit, Applicant is hereby granted permission to engage in  
☐ commercial filming ☐ still photography on the following county properties or facilities: \_\_\_\_\_

\_\_\_\_\_ during the following dates and times: \_\_\_\_\_.

Said permission is subject to compliance with each and every term and condition of this Agreement and of any permit ultimately issued by County. The permission granted is not exclusive, nor does it constitute any sort of interest in real property. Breach of this Agreement or any applicable permit requirement shall constitute grounds for immediate termination of this Agreement and revocation of the permission granted herein.

3. In exchange for the use of County property or facility herein provided, Applicant shall tender a nonrefundable fee to the County Administrative Office in the amount of \$ \_\_\_\_\_ before use of the property commences and before a permit will be issued.

4. Before a permit is issued, Applicant shall provide a certificate of insurance in an amount of at least \$1 million (\$1,000,000) naming County as a co-insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. County officers and employees shall be named as additional insureds. The certificate shall remain valid until filming is complete. A copy of the certificate will remain on file with County. (See filming/photography information sheet for more information on insurance requirements.)

Applicant's insurance company: \_\_\_\_\_

5. To ensure cleanup and restoration of the site, Applicant ☐ is ☐ is not required to post a refundable cash deposit in the amount of \$ \_\_\_\_\_ or surety bond equivalent at the time the application is submitted. Upon completion of filming and inspection of the site by County, the bond may be returned to Applicant.

6. **Applicant waives all claims against County, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of the rights conferred by this Agreement, and Applicant agrees to save harmless, indemnify and defend County, its officers, agents and employees, from any and all loss, damage or liability that may be suffered or incurred by County, its officers, agents and employees caused by, arising out of or in any way connected with exercise by Applicant of the rights hereby conferred except those losses, damages, or liabilities arising out of the sole negligence of County.**  
\_\_\_\_\_ (Applicant's initials)

7. This Agreement shall not be assigned.

8. This document constitutes the entire Agreement between the parties.

*More on back...*

9. This Agreement can be modified only in writing by mutual consent of the parties.

10. This Agreement is effective when signed by both parties.

11. Either party may terminate this Agreement by sending notice to the other party at least three (3) days prior to the date of the activity as specified in this Agreement.

12. Any notices shall be sent by facsimile to the number provided below or in the United States mail, first class, certified with return receipt requested, addressed as follows:

COUNTY:

Mono County Compliance Specialist  
P.O. Box 347  
Mammoth Lakes, CA 93546

APPLICANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Applicant acknowledges that this Agreement is executed voluntarily by Applicant, without duress or undue influence on the part or on behalf of County. Applicant further acknowledges that Applicant has participated in the negotiation and preparation of this Agreement and has had the opportunity to be represented by counsel with respect to such negotiation and preparation or does hereby knowingly waive Applicant's right to do so, and that Applicant is fully aware of the contents of this Agreement and of its legal effect. Thus, any ambiguities in this agreement shall not be resolved in favor of or against either party.

BY SIGNING BELOW, APPLICANT AGREES TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING ANY ATTACHMENTS:

Company Representative Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

County Administrative Officer or Designee Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

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## COMMERCIAL FILMING/PHOTOGRAPHY FEES & INSURANCE

Mono County allows certain of its properties and facilities to be used for filming and still photography purposes assuming the proposed use will not disrupt or interfere with county or public use of those facilities. Such use is expressly subject to payment of fees and other terms and conditions set forth in a use agreement (attached) between the County and the party using the property or facility.

### FEE SCHEDULE

1. A one-time fee to use county property or facilities is based on the number of personnel on site:

1-12 .....	\$100	51-100 .....	\$300
13-25 .....	\$150	101-500 .....	\$600
26-50 .....	\$200	501-1,000 .....	\$1,000

2. Additional daily fees are required to film at the following county facilities:

Courthouse .....	\$250/day
Parks or Campgrounds .....	\$200/day
Community Centers or Office Buildings .....	\$150/day
Roads .....	\$100/day

### INSURANCE REQUIREMENTS\*

Production companies requesting to film on county-owned property must have a current certificate of insurance on file with the Mono County Administrative Office. The certificate must be in U.S. currency and include the following:

- 1) General liability coverage in the amount of at least \$1 million with policy number, effective and expiration dates.
- 2) Automobile liability "owned," "hired" and "non-owned" coverage in the amount of at least \$500,000 with policy number, effective and expiration dates.
- 3) Certificate holder: Mono County Administrative Officer, P.O. Box 696, Bridgeport, CA 93517.

The County of Mono must be named as an additional insured under both general and automobile liability policies, as well as aircraft liability, if aircraft will be used. For filming involving aircraft, a separate aircraft insurance certificate must be on file that includes aircraft liability coverage in the amount of \$5 million with policy number, effective and expiration dates.

Please use the following wording:

**The County of Mono, including its agencies, departments, officers, agents, employees and servants, is named as an additional insured with respect to liability arising out of operations related to filming on Mono County owned or operated property.**

\*Variances to the limits of liability stated above must have written, advance approval by the Compliance Specialist.

**PLEASE DISPLAY THIS PERMIT DURING FILMING ACTIVITY**

**COUNTY OF MONO**  
**OFFICE OF CODE COMPLIANCE**  
P.O. Box 8 · Bridgeport , CA 93517  
(760) 932-5424 phone, 932-5431 fax

**COMMERCIAL PHOTOGRAPHY/FILMING PERMIT**  
Permit # \_\_\_\_\_

Date of Issuance \_\_\_\_\_

Permittee \_\_\_\_\_ Permittee's Representative \_\_\_\_\_

Phone \_\_\_\_\_ Location Manager \_\_\_\_\_

Total personnel on location \_\_\_\_\_

**This permit certifies that the holder has satisfied the requirements for issuance of a county permit to engage in filming and/or still photography and is in compliance with applicable county regulations. The holder of this permit may film or take photos at the following locations: \_\_\_\_\_**

**on the dates of \_\_\_\_\_ . This permit does not authorize the holder to enter private property or take the place of any form of permission that may be needed for filming on private property.**

Filming is taking place on: ☐ County property ☐ Private property ☐ Other property \_\_\_\_\_

Written permission from the owner is attached: ☐ Yes ☐ No

A cash or deposit/surety bond equivalent is held by the County for this filming project: ☐ Yes ☐ No

- Mono County shall have the privilege of inspecting the premises covered by this permit at any or all times, and applicant will ensure that the County has permission to enter private property where filming is occurring.
- This permit shall not be assigned.
- Mono County may revoke this permit at any time if permittee fails to perform any covenant herein contained or violates any provision of Chapter 5.42 of the Mono County Code or any other county laws.
- The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of Mono County.
- No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the County Administrative Officer, the County Code Compliance Specialist, or their designee.

☐ Permittee waives all claims against Mono County, its officers, agents and employees for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit, and permittee agrees to save harmless, indemnify and defend Mono County, its officers, agents and employees from any and all loss, damage or liability that may be suffered or incurred by Mono County, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted except those arising out of the sole negligence of Mono County.

**BY SIGNING THIS FORM, PERMITTEE AGREES TO ALL CONDITIONS STATED IN THIS PERMIT.**

\_\_\_\_\_  
Code Compliance Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Date